

ORGANIZATION DEVELOPMENT & TRAINING SPECIALIST I
ORGANIZATION DEVELOPMENT & TRAINING SPECIALIST II

DEFINITION

To perform a variety of complex and responsible duties related to organization development and training programs for City employees.

DISTINGUISHING CHARACTERISTICS

Organization Development & Training Specialist I - This is the entry level class in the Organization Development & Training Specialist professional series. This class is distinguished from the journey by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Organization Development & Training Specialist II - This is the full journey level class within the Organization Development & Training Specialist professional series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

SUPERVISION RECEIVED AND EXERCISED

Organization Development & Training Specialist I

Receives general supervision from an assigned supervisor; may receive technical and functional supervision from more experienced professional staff.

Organization Development & Training Specialist II

Receives direction from an assigned supervisor.

May exercise technical and functional supervision over assigned staff.

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ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform a variety of responsible technical and professional duties related to organization development and training programs for City employees.

Design and present training sessions to meet the needs of City employees.

Conduct workshops on a variety of subjects.

Assist departments with planning and preparation of workshops and training.

Facilitate committee meetings.

Evaluate training needs for City employees.

Develop, administer, and evaluate customer and employee surveys.

Organize and facilitate special City events.

Assist in monitoring department budget.

Prepare reports and correspondence related to assignment.

Perform other difficult, independent, and technical work requiring knowledge of procedures and policies of the department.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Organization Development & Training Specialist I

Knowledge of:

Organization development.

Principles of public speaking.

Basic mathematics.

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Computers and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Present stand up training.

Prioritize work, coordinate several activities and follow up as required; work effectively under deadlines.

Make basic mathematical calculations quickly and accurately.

Operate standard office equipment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience in training or organization development programs desirable

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in organization development, public administration, human resources management, communications, or related field.

Organization Development & Training Specialist II

In addition to the qualifications for the Organization Development & Training Specialist I:

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Knowledge of:

Principles and practices of organization development.

Adult learning formats, including training curriculum development.

Ability to:

Research, evaluate and coordinate instructional courses and materials for a wide variety of subjects.

Use independent judgment in the exercise of daily responsibilities.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience as Organization Development & Training Specialist I.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in organization development, public administration, human resources management, communications, or related field.

PHYSICAL DEMANDS

On a continuous basis, sit at desk or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; occasionally run errands; may lift light weight.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

10/2/01